

CITY COUNCIL AGENDA MEMORANDUM

SUBJECT

Resolution No. 8650 authorizing execution of a two-year Contract with Synergy Building Services for custodial services at City Hall, in an amount not to exceed \$425,100 with the option to renew for an additional two years for a total contract amount of \$884,820, plus taxes if applicable.

FISCAL IMPACT

This action obligates the City to pay up to \$425,100 to Synergy Building Services for custodial services at City Hall through 2015, with the option to renew for an additional two years. The total obligation through 2017 would be \$884,820. This expenditure was anticipated within the 2013-14 adopted budget, and sufficient funds are available in the Facilities Services Fund. Future funding will be requested as part of the budget process.

STAFF CONTACT

Nora Johnson, Director 452-4167
Earl Meldahl, Facility Services Manager 452-6153
Paul Bartelmes, Facility Superintendent 452-6152
Civic Services Department

POLICY CONSIDERATION

City Purchasing Policies:

Bellevue City Code (BCC) 4.28.010 provides for the fair and equitable treatment of persons in the purchasing process. Because the amount of the expenditure exceeds \$50,000, Council approval is required.

City of Bellevue Contracting Policy:

The City of Bellevue's procurement policy for General Services requires a public Request for Proposal (RFP) process. General Services include services such as landscape maintenance, building and janitorial services, etc. BCC 4.28.190 supports the evaluation criteria for determining lowest responsible bidder.

BACKGROUND

Custodial services are a critical part of keeping facilities clean and safe, extending the life of assets and providing for a healthy workplace.

City Hall is comprised of approximately 392,000 square feet of public use, general office and public safety space, including a regional 911 dispatch center serving 14 fire and five police departments. General office and public safety space consists of over 800 workstations. Approximately 20% of City Hall requires seven day a week custodial service.

The Department advertised for and performed an extensive RFP process for janitorial services, with an alternate bid for hard floor maintenance. Evaluation criteria for the RFP included service costs, experience with similar buildings, expected hours of service and overall staff qualifications.

Seven proposals were submitted; however, four vendors submitted incomplete packets and were disqualified. Each of the remaining three finalists' submittals was reviewed by a selection panel along with reference checks and site visits.

	<u>2 Year</u>	<u>4 Year</u>
• Buena Vista Services, Inc.	\$316,000*	\$628,080*
• Synergy Building Services	425,100	884,820
• Stardom	501,816	1,018,686

*It was determined during the review process that the low proposal (Buena Vista) miscalculated the number of man hours needed to successfully satisfy the scope of work for City Hall.

Synergy Building Services was selected as the lowest cost qualified proposal in meeting the criteria for custodial services for City Hall. A two-year contract for custodial service and hard floor maintenance at \$425,100 with Synergy Building Services results in a savings of \$13,900 over the two-year 2012-2013 price. The total obligation through 2017 reflects a savings of \$33,180 over the four-year 2010-2013 contract cost.

EFFECTIVE DATE

If adopted, this Resolution will become effective immediately and the contract will be effective January 01, 2014.

OPTIONS

1. Adopt Resolution No. 8650 authorizing execution of a two-year Contract with Synergy Building Services for custodial services at City Hall, in an amount not to exceed \$425,100 with the option to renew for an additional two years for a total contract amount of \$884,820, plus taxes if applicable.
2. Do not adopt Resolution No. 8650, and provide alternative direction to staff.

RECOMMENDATION

Option 1: Adopt Resolution No. 8650 authorizing execution of a two-year Contract with Synergy Building Services for custodial services at City Hall, in an amount not to exceed \$425,100 with the option to renew for an additional two years for a total contract amount of \$884,820, plus taxes if applicable.

MOTION

Move to adopt Resolution No. 8650, authorizing execution of a two-year Contract with Synergy Building Services for custodial services at City Hall, in an amount not to exceed \$425,100 with the option to renew for an additional two years for a total contract amount of \$884,820, plus taxes if applicable.

ATTACHMENTS

Resolution No. 8650

AVAILABLE IN COUNCIL OFFICE

Contract for custodial services at City Hall

CITY OF BELLEVUE, WASHINGTON

RESOLUTION NO. 8050

A RESOLUTION authorizing execution of a two-year Contract with Synergy Building Services for custodial services at City Hall, in an amount not to exceed \$425,100 with the option to renew for an additional two years for a total contract amount of \$884,820, plus taxes if applicable.

THE CITY COUNCIL OF THE CITY OF BELLEVUE, WASHINGTON, DOES RESOLVE AS FOLLOWS:

Section 1. The City Manager or his designee is hereby authorized to execute a two-year contract with Synergy Building Services, for custodial services at City Hall, in an amount not to exceed \$425,100 with the option to renew for an additional two years for a total contract amount of \$884,820, plus taxes if applicable, a copy of which contract has been given Clerk's Receiving No. _____.

Passed by the City Council this _____ day of _____, 2013, and signed in authentication of its passage this _____ day of _____, 2013.

(SEAL)

Conrad Lee, Mayor

Attest:

Myrna L. Basich, City Clerk